Instructions for Completing the
Department Emergency Action Plan Template

Welcome to the new Department Emergency Action Plan (DEAP) template, created by the Department of Environmental Health, Safety and Risk Management (EHS/RM.) This sample Department Emergency Action Plan has been prepared to provide assistance in compliance with OSHA standard 1910.38. It should not be used without consideration of the unique conditions and requirements at each UAF department. It may be necessary to modify the sample program for your department’s specific needs. It is suggested that your final program is reviewed by a safety officer from EHS/RM.

Tips on how to use/modify the template – Instructions to you (the department coordinator) are highlighted by a and written in bold text. To customize the template, replace the blank lines with your department specific information. (Remember to remove these and their associated instructions after completing the template.)

If additional assistance is needed to complete the template, you can contact EHS/RM at 474-5413.

The next step is to put the program into action. Post a copy of the DEAP in your department. Directors/Deans and Supervisors should make the DEAP available to department staff and it is recommended that all staff are trained on the contents of the DEAP.

Please Note: You should review the DEAP at least annually and revise it when there are changes.

Below are names and telephone numbers of contacts who may be useful as resources as you customize your template.

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<th>Topic</th>
<th>Name</th>
<th>Phone No.</th>
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<td>Building Floor Plans</td>
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<td>Facility Services</td>
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<td>Emergency Action Plans</td>
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<td>474-5413</td>
<td>EHS/RM</td>
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<tr>
<td>Fire Prevention</td>
<td>Theresa Ross</td>
<td>474-7681</td>
<td>UAF Fire Dept.</td>
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DEPARTMENT EMERGENCY ACTION PLAN

Date Adopted: Feb. 16, 2010, prepared by Denise Kind

Date Revised: August 25, 2010
(revision = added procedure for evacuating individuals with impaired mobility)

Date Revised: April 16, 2012 by Elizabeth Belknap
(revision = added Alaska Summer Research Academy (ASRA) and Undergraduate Research and Scholarly Activity (URSA) to B&W DEAP)

Date Revised: April 17, 2012 by Denise Kind (revision = removed rooms no longer assigned to Biology and Wildlife, clarification of individual responsibilities in emergencies, list of required trainings added on page 11, added Biology & Wildlife schedule for Spring 2012 at end)
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DEPARTMENT EMERGENCY ACTION PLAN (DEAP)

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Supervisor or the Environmental Health, Safety and Risk Management Department. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Additional responsibilities (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency
- A contact list for employees in your department.

I. DEPARTMENT AND BUILDING INFORMATION

The Director/Dean or Supervisor should appoint a department coordinator and alternate.

Building Name: Bunnell Building
Room Numbers Occupied by the Department: (B&W unless otherwise specified) 301 (URSA), 301A, 302, 305A-C, 307 A-C(ASRA), 307D, 308, 309, 310, 312 (ASRA), 314 (ASRA), 316 (ASRA), 401, 402, 403, 406, 408, 409. Some courses are also taught in Schaible (Bunnell) Auditorium
Department Coordinator Campus Address: PO Box 756100, Fairbanks, AK 99775-6100
Department Coordinator Physical Campus Address: 309 Bunnell Building, 303 Tanana Loop
Department Coordinator Telephone No.: (907)474-6298
Department Coordinator Email Address: dmkind@alaska.edu

Alternate Department Coordinator Campus Address: PO Box 757580, Fairbanks, AK 99775-7580
Department Coordinator Physical Campus Address: 301 Bunnell Building, 303 Tanana Loop
Alternate Department Coordinator Telephone No.: (907)450-8772
Alternate Department Coordinator Email Address: eabelknap@alaska.edu

Description of Building:
Bunnell Building has teaching lab and office space, two computer labs, and a research lab in Bunnell. These are on the third and fourth floor of the building. The first and second floors are occupied by other departments. There are also offices and classrooms that are part of other departments on the third and fourth floors of the building.
**Location:**
Bunnell is located on lower campus.

**Location of Department Emergency Assembly Area (EAA):**
In the event of an emergency, the EAA for Bunnell is Cornerstone Plaza (the area with circular walkways and the flag circle in the courtyard area bordered by Signer’s Hall, Rasmuson Library, Brooks, Duckering and Bunnell), with the alternate assembly point being Duckering Building.

Biology and Wildlife also has teaching facilities in Irving I and offices of departmental employees in Arctic Health Research Building, Irving I and West Ridge Research Building. These locations follow the appropriate IAB DEAPs.

**Department Emergency Responsibilities:**

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<th>Name (Department, Telephone No. &amp; Room): Responsibilities</th>
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<tr>
<td>OVERALL ROLL COLLECTOR:</td>
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<tr>
<td>Denise Kind (Biology and Wildlife / 474-6298 / 309 Bunnell): Collect Biology and Wildlife Rolls from TAs/Instructors, URSA rolls from Elizabeth Belknap, and ASRA rolls from Lori Gildehaus</td>
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<td>ALTERNATE: Elizabeth Belknap (URSA Coordinator / 450-8772 / 301 Bunnell): Collect rolls listed above if Denise is unavailable.</td>
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<td>SECONDARY ROLL COLLECTORS (compile rolls for their groups and report to overall roll collector):</td>
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<td>Elizabeth Belknap (URSA Coordinator / 450-8772 / 301 Bunnell): Take roll of URSA personnel and students, report to primary roll collector.</td>
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<tr>
<td>Lori Gildehaus (ASRA / 474-7221 / 307C Bunnell): Take roll of ASRA personnel and students.</td>
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<td>TAs or instructors for B&amp;W courses (Biology and Wildlife / 302, 308, 402, 408 and 409 Bunnell): Take roll of B&amp;W students in their classes and report to primary roll collector. The current semester’s schedule and personnel are listed at the end of this document.</td>
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If the emergency occurs outside of a time when Denise or Elizabeth are present, secondary roll collectors will report directly to emergency personnel.

If there is a student in a class who would be unable to exit the building via the stairs on their own (e.g. a student who uses a wheelchair and normally uses the elevator), the instructor and TA in charge of that section are responsible for consulting with the student in advance to determine how the student will be evacuated in the event of an emergency. The UAF Fire and Police Departments recommend that responsible individuals who are in the building during the normal class meeting time be designated to assist the student as necessary in an evacuation. The evacuation procedure must be determined ahead of time. Instructors and staff in need of assistance to exit the building via the stairs are expected to make arrangements ahead of time to have others assist them.
Employee Accountability Procedures After Evacuation:

In the event of a fire emergency signaled by the building alarm system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, all occupants will go to the designated point and immediately report to their supervisor or roll taker. After evacuation, each supervisor (or designee) is responsible for accounting for each employee or student under their supervision and will conduct a head count. Each employee and student will be accounted for by name. Each employee and student is responsible for reporting to his or her supervisor (or designee) so an accurate head count can be made.

Critical Operations Found in Department:

Professors and/or TAs working in labs will instruct students to shut off and unplug any equipment that could pose a hazard if left running during an evacuation. There are no other critical operations assigned to Biology and Wildlife or ASRA or URSA employees.

Medical and Rescue Duties for Employees:
No Biology and Wildlife or ASRA or URSA employees have been assigned medical or rescue duties specific to emergency situations at Bunnell Building.

II. EMERGENCY PROCEDURES

Immediate Emergency Notification
911 from public or campus telephone.

Life-Threatening Emergency Numbers:
911 from public or campus telephone.

Non-Life-Threatening Emergency Numbers:
University Police 474-7721
Environmental, Health, Safety and Risk Management 474-5413
Facility Services 474-7000
Fairbanks City Police 450-6500
Fairbanks Fire 450-6500
Fairbanks Ambulance 450-6500
Poison Control Center 1-800-222-1222

UAF Emergency Information:
UAF Recorded Hotline 474-7823
UAF Online Newsroom www.uaf.edu/news/
Bunnell Emergency Equipment

On the third floor of Bunnell, there are two fire pull stations, one by each stairwell. There are emergency placards at each fire pull station.

On the fourth floor of Bunnell, there are two fire pull stations, one by each stairwell. There are emergency placards at each fire pull station.

Building Alarm(s)

The building has a horn/strobe assembly alarm. The strobe lights attached to the alarm flash. The alarm sounds like a very loud horn.

- The evacuation alarm is a horn/strobe alarm.
  - When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a bell alarm and is not as loud.
  - When you hear the elevator alarm, call University Dispatch at 474-7721.
- The fume hood alarm for the fume hood in Bunnell 406 is a loud beeping.
  - If the alarm is going off, close the sash. If it still is going off, please inform Denise Kind in Bunnell 309 (474-6298) so that she can contact Facilities Services.

Emergency Notification Procedures

When you call 911 from a campus location to request emergency assistance, you will be connected to the University Emergency Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (Fire, medical, hazardous materials, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)
- Gather any information that may be useful for the emergency responders (e.g. are there any injuries involved?)
- Do not hang up until instructed to do so by the dispatcher.

Medical Emergencies

Call medical emergency phone number: 911.
If in a classroom, instruct bystanders to exit the room and wait quietly, keeping the hall unobstructed so that emergency personnel have access.
Provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and the phone number from which you are calling.
- DO NOT move the victim unless absolutely necessary (imminent danger to life if left unmoved)
- Call on individuals trained in CPR and First Aid to provide required assistance prior to the arrival of professional medical help.

After the emergency has been handled by the appropriate professionals, notify the Biology and Wildlife Departmental office IMMEDIATELY (474-7671, 474-6294 or 474-7542) and the Biology and Wildlife Laboratory Coordinator (474-6298, 309 Bunnell). Fill out any necessary incident report(s) and turn them in to Risk Management within 48 hours of the incident, as instructed on the incident form. Keep copies of the incident report for yourself and the department.

**When evacuating your building or work area:**

- Stay calm; do not rush and do not panic.
- Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).
- Do not use elevators.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Wait for and follow directions given by emergency responders.
- Go to Evacuation Assembly Area (EAA) designated on this building’s emergency evacuation signs.
- Do not leave area/campus until your status is reported to your supervisor, resident advisor, or instructor.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Students must check in with their TA or instructor at the EAA point before being released.
- TAs and all other Biology and Wildlife and ASRA and URSA employees will check in with Denise Kind (Elizabeth Belknap, alternate), confirming that their students are accounted for. If neither Denise nor Elizabeth are present, TAs will report directly to emergency personnel.

**Evacuation Procedures:**

A building occupant is required to evacuate the building when the fire alarm sounds. Move quickly to the Emergency Assembly Area.

Emergency Information:
Posted evacuation diagrams, including routes and fire alarm pull stations are located at the base of stairways, elevator landings and inside public doors.

Map of department Emergency Assembly Area (EAA): Cornerstone Plaza is the outside assembly point. Duckering is the inside assembly point.

**Fire Procedures:**

UAF Safety Policy and Procedure, Policy #1220. “Policy: It is the University of Alaska Fairbanks’ policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system. In the case of individuals who have disabilities that would preclude them from exiting the building due to elevators not working, see the policy on “Safe Refuge, Policy #1221. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate buildings under the code; i.e., Upper Dorms, Fine Arts complex, Patty complex. When an incident occurs in these buildings, occupants can proceed into the adjacent building and will be considered to have evacuated the alarming building.”

**If there is a fire in your work area:**

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See “Emergency Notification Procedures” above in this document.)
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (See “General Evacuation Procedures” in Section II.)
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
If there is a fire in your building:
Follow evacuation procedures as soon as you hear the fire alarm (See “General Evacuation Procedures” in Section II.)

Chemical Spill Procedures:
- If you have not been trained and/or do not have the appropriate personal protective equipment, evacuate the area and call for assistance.
- Never put yourself or others at risk to clean up a spill.
- If the spill poses a risk to others, instruct them to leave the area until it is properly cleaned up.
- Avoid breathing vapors or particulates from the spilled material. Open windows when appropriate to increase ventilation.
- If the chemical nature of the spill is unknown, treat it as you would a highly toxic hazardous material. Take all safety precautions and evacuate the area.
- If the spilled material is or may be flammable, turn off all ignition and heat sources.
- Consult references materials, including but not limited to, the MSDS (material safety data sheet) for information regarding the spilled material(s) for information about proper containment and clean-up. If you do not feel qualified to handle the spill yourself, call for assistance.
- Contain or confine the spill to the smallest area possible.
- Secure cleanup supplies and the appropriate personal protective equipment (PPE). Be certain that the PPE is appropriate for and resistant to the spilled material.
- Utilize the methods and procedures detailed in the reference material to clean up the spill.

Extended Power Loss
In the event of an extended power outage certain precautions should be taken:
- Turn off and unplug nonessential electrical equipment to protect it from power surges when the power returns.
- UAF Facilities Services will monitor and deal with water lines that could freeze during an extended power outage under cold conditions.
- When power comes back on, equipment should be allowed to return to normal temperatures before it is plugged in and used.

III. EMERGENCY PREPAREDNESS

TRAINING AND DOCUMENTATION

Training is an integral part of the safety awareness for your department and it is all employees should be trained on the Department Emergency Action Plan (DEAP) for the building(s) they occupy. Training must be documented. Each occupant should become familiar with the DEAP, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, information is
posted in the buildings to ensure all occupants and guests can safely exit during an emergency. Information is also posted online at www.uaf.edu/safety/safetypreparedness.htm

It is recommended that individual departments make the DEAP available to their department employees. Training is initially required upon work assignment to the department and employees should get annual refresher training to be current and to be informed of any changes in the plan.

Other trainings are required of all UAF employees. Every employee is responsible for taking all required trainings upon hire. Additional trainings are required by Biology and Wildlife for TAs and instructors working in labs. Employees are also responsible for seeking out any additional trainings that their particular position may require, including but not limited to trainings for specific hazards they will encounter.

Required trainings for all UAF employees:
- Back Injury Prevention
- Electrical Safety
- Ergonomics
- Office Safety (general)
- Signs and Tags – Accident/Injuries
- Slips, Trips and Falls
- Hazard Communication
- Materials Handling
- Employee Safety Orientation
- Emergency Action Plan

Additional trainings required by IAB and Biology and Wildlife for lab work:
- Introduction to Hazardous Waste Management
- Laboratory Safety

Additional trainings required by Biology and Wildlife for TAs:
- Driver Training
- FERPA Training

**DRILLS**

Building evacuation drills are optional (with the exception of the residence halls.) If your department wishes to have a drill, contact the UAF Fire Department (474-7721) for coordination.
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